

**Information Services Board Meeting Minutes – April 6, 2005**

Department of Information Services Boardroom, the Forum Building  
Olympia, Washington

***Members Present:***

Tom Fitzsimmons (via teleconference)  
Jayasri Guha (via teleconference)  
Earl Heister (via teleconference)  
Ed Lazowska (via teleconference)  
DJ Mark (via teleconference)  
Gary Robinson

***Members Absent:***

Glenn Anderson  
Marty Daybell  
Luke Esser  
Ross Hunter  
Janet McLane

**Roll Call**

The special meeting was called to order by Tom Fitzsimmons. There were enough members present to constitute a quorum.

**Department of Corrections' Approval Requests**

At the March 10, 2005 Information Services Board meeting (ISB), the Board revoked non-compliant agencies' delegated authority for all IT projects currently not in progress. The Department of Corrections (DOC) was one of the agencies deemed non-compliant. Due to this revocation, DOC requested a special ISB meeting to approve five (5) in-progress projects that required immediate attention. The projects were:

- Mission Creek Correctional Center for Women – requested approval to acquire infrastructure needed to bring the Center's IT systems and network online by scheduled opening date of April 13, 2005.
- Relocation of Headquarters Building to Tumwater – requested approval of acquisitions to relocate the enterprise backbone network and the agency centralized services. DOC is scheduled to occupy the new headquarters building in mid-October.
- Monroe Correctional Complex Special Offender Unit Building Maintenance – requested approval to complete cabling installation.
- Washington State Penitentiary - Baker, Adams, and Rainier Unit Remodel – requested approval to complete cable installation.
- Personality Assessment Inventory (PAI) – requested approval to purchase PAI software and testing supplies for DOC Reception Centers.

These projects affected DOC's ability to conduct business or placed people at risk.

**Motion:** The Board moved to approve expenditures for these five projects. The motion passed.

Discussion was held regarding restoration of the department's delegated authority. DOC staff indicated that they are working closely with the Department of Information Services (DIS) to take the necessary steps to be in compliance in Security and Disaster Recovery. DOC staff indicated they are taking the necessary steps to be in compliance by the end of April 2005. The Board has delegated to the DIS Deputy Director of Policy and Oversight the ability to reinstate DOC's delegated authority if DIS determines they are in compliance. Tom Fitzsimmons stated that if DOC is compliant within the new few weeks, then it could be administratively reinstated, but if the timeline is such that the department isn't compliant until the first week in May, they should request reinstatement at the May 12, 2005 ISB meeting.

#### **Adjournment**

The meeting was adjourned.